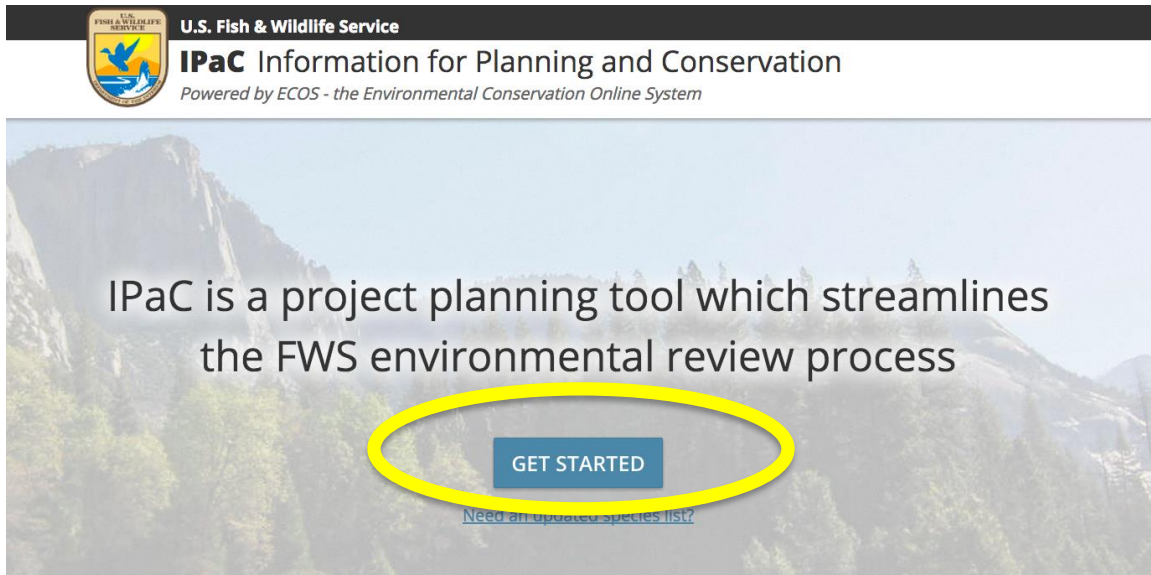
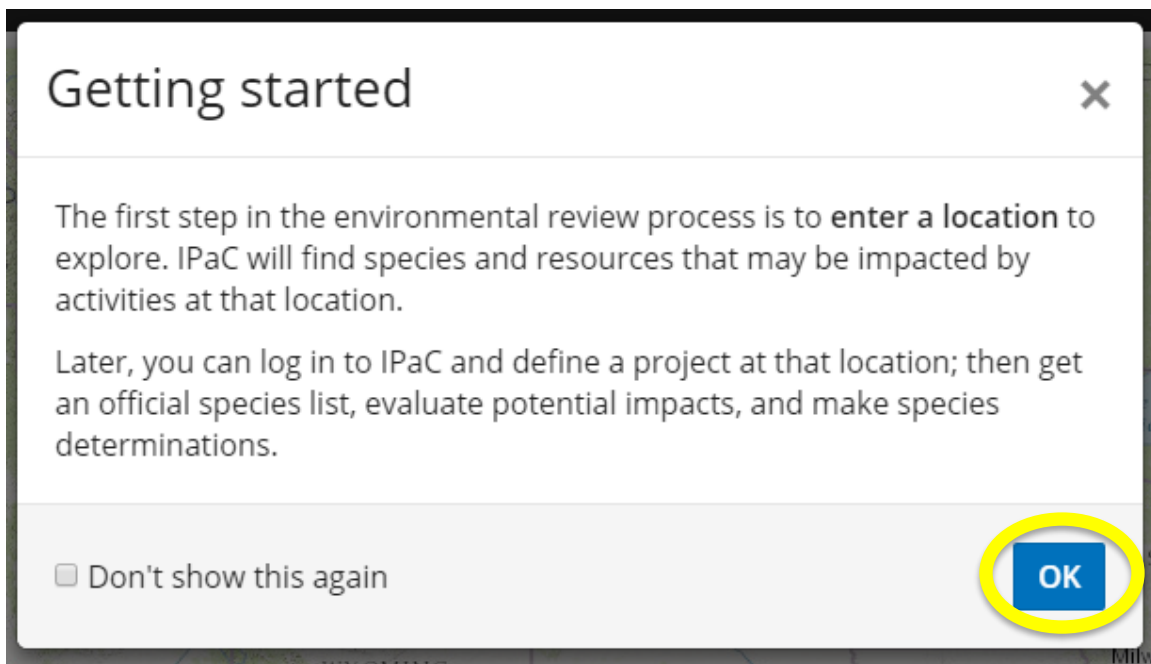


Steps on How to Request an Official Species List

Step 1. Go to the IPaC [website](#). Click Get Started.



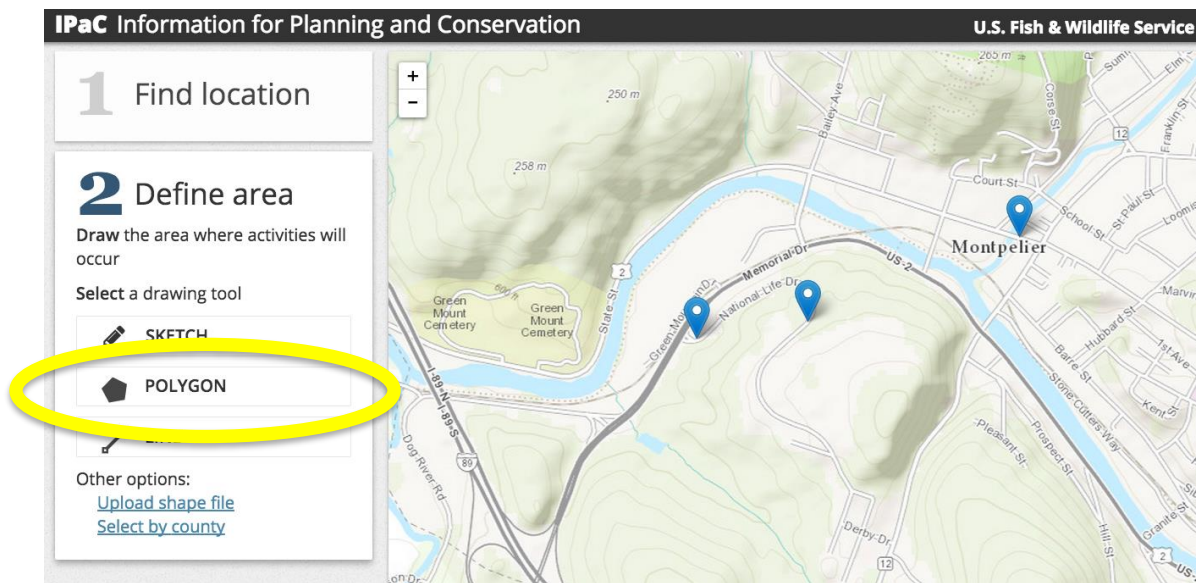
Step 2. The following dialogue box will appear, select "OK."



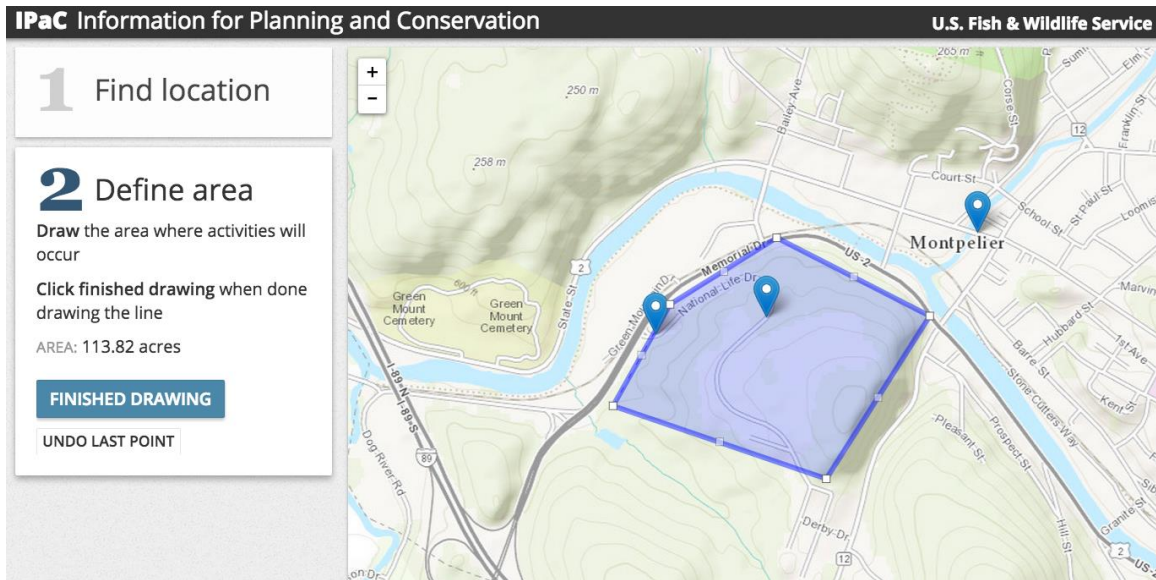
Step 3. Enter the project location.



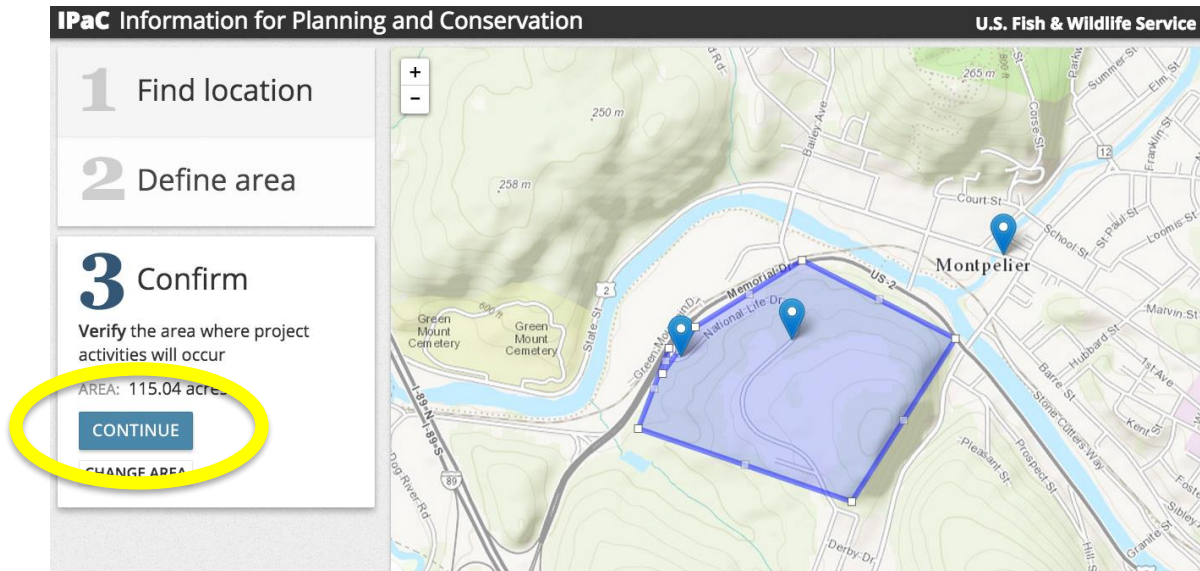
Step 4. Hit enter and the project location should populate. You may need to zoom in to see your project location. When ready, either select Sketch or Polygon to begin drawing the project area.



Step 5. The Polygon feature is depicted below. Double-click or select Finished Drawing when finished.



Step 6. Confirm that the project area is correct. If correct, select Continue.



Step 7. A new page will populate, as shown below. Select “Define Project.”

Explore location
LOCAL OFFICE NEW ENGLAND ESFO

LOCATION
Washington County,
Vermont
[CHANGE LOCATION](#)

Resources

- ENDANGERED SPECIES
- MIGRATORY BIRDS
- FACILITIES
- WETLANDS

DEFINE PROJECT

Define a project at this location to assess potential impacts, get an official species list, and make species determinations.

[PRINT THIS RESOURCE LIST](#)

Endangered species

Listed species **1** are managed by the [Endangered Species Program](#) of the U.S. Fish and Wildlife Service.

The following species are potentially affected by activities in this location:

THUMBNAILS **LIST**

Mammals

NAME	STATUS
Northern Long-eared Bat <i>Myotis septentrionalis</i>	Threatened

Critical habitats

Potential effects to critical habitat(s) in this location must be analyzed along with the endangered species themselves.

THERE ARE NO CRITICAL HABITATS AT THIS LOCATION.

Step 8. The following dialogue box will appear prompting you to log-in or create an account; select whichever is applicable for you. **Note:** Accounts can be created with ANY e-mail address, not just Google and Bison Connect e-mail addresses.

Log in ×

GOOGLE LOGIN

You can use your Google or Bison profile as your IPaC account. You will need to allow IPaC to read your basic profile information.

[LOG IN WITH GOOGLE](#) [LOG IN WITH BISON CONNECT](#)

OR

IPAC LOGIN

Email

Password [Forgot password?](#)

LOG IN [Create an account](#)

IPaC is monitored to collect general usage statistics, and for troubleshooting purposes. Where possible, this data is kept anonymous. By logging in, you acknowledge and consent to the monitoring of this system.

> [Why do I need an IPaC account?](#)

Step 9. Once logged in, you will be prompted to provide a Project Name. Once complete, select “Save.”

Define project

Define a project at this location to evaluate potential impacts, get an official species list, and make species determinations.

Project name
Sample Project

Project description
Describe the location, size, scope, and timing of this project.

OPTIONAL

SAVE CANCEL

Step 10. A new page will populate, as shown below. Select “Request Species List.”


Sample Project

Washington County, Vermont

PROJECT HOME REGULATORY REVIEW LOCAL OFFICE NEW ENGLAND ESFO

Sample Project

No description provided.



LOCATION Washington County, Vermont
CREATED December 23, 2016

1 MEMBER DOCUMENTS

What's next?

ENDANGERED SPECIES REVIEW
Review the project's effect on listed species pursuant to the Endangered Species Act, as part of the overall regulatory review.

START REVIEW

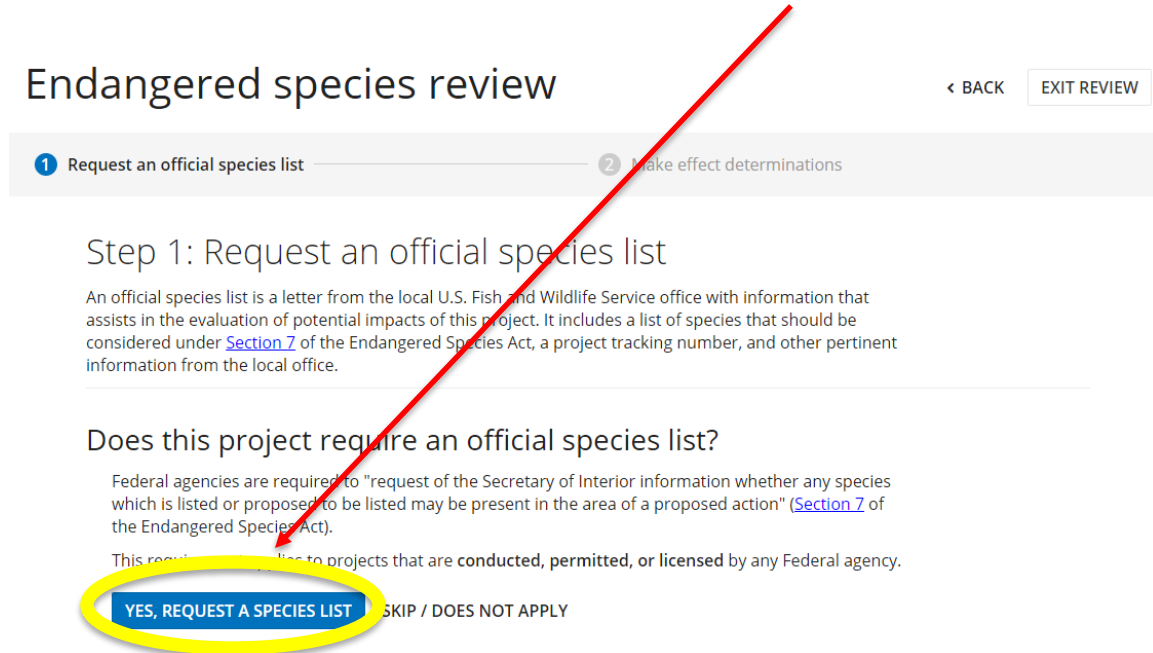
SPECIES LIST
Requesting an official species list is now required for endangered species review.

REQUEST SPECIES LIST

Local office

New England Ecological Services Field Office

Step 11. The following dialogue box will appear. Select, “Yes, Request a Species List.”



Endangered species review < BACK EXIT REVIEW

1 Request an official species list ————— 2 Make effect determinations

Step 1: Request an official species list

An official species list is a letter from the local U.S. Fish and Wildlife Service office with information that assists in the evaluation of potential impacts of this project. It includes a list of species that should be considered under [Section 7](#) of the Endangered Species Act, a project tracking number, and other pertinent information from the local office.

Does this project require an official species list?

Federal agencies are required to "request of the Secretary of Interior information whether any species which is listed or proposed to be listed may be present in the area of a proposed action" ([Section 7](#) of the Endangered Species Act).

This requirement applies to projects that are conducted, permitted, or licensed by any Federal agency.

YES, REQUEST A SPECIES LIST SKIP / DOES NOT APPLY

Step 12. Fill out required contact and project information. At the bottom of the page select “Submit Official Specie List Request.”

My contact information

Please provide your work contact information only. Personal information **should not** be provided.

Agency / organization type
State agency ▼

Agency
State Of Vermont (VT) ▼

Full name
Quin Mann

Street address
1 National Life Drive

Davis Building, 6th Floor OPTIONAL

City
Montpelier

State
VT ▼

Zip
05620

Phone
(802) 828-1357

☒ Save this information to my profile

Step 13. The following dialogue box will appear, select the “Species List: New England Ecological Services Field Office” link.

Endangered species review

< BACK

EXIT REVIEW

✓ Request an official species list

2 Make effect determinations

Step 1: Request an official species list

An official species list is a letter from the local U.S. Fish and Wildlife Service office with information that assists in the evaluation of potential impacts of this project. It includes a list of species that should be considered under [Section 7](#) of the Endangered Species Act, a project tracking number, and other pertinent information from the local office.

✓ Request complete

This species list was delivered [about a minute ago](#). Species lists are considered valid for 90 days.

A new species list has been delivered for following link:

 [Species List: New England Ecological Services Field Office](#)

This document is also available on the [ECOS-IPaC](#) page.

RETURN TO REGULATORY REVIEW

REQUEST UPDATED SPECIES LIST

Step 14. A new page will populate, as shown below. Save this document as a PDF and upload to the Endangered Species section of the Supporting Documents page in GEARS.



United States Department of the Interior

FISH AND WILDLIFE SERVICE
New England Ecological Services Field Office
70 COMMERCIAL STREET, SUITE 300
CONCORD, NH 03301
PHONE: (603)223-2541 FAX: (603)223-0104
URL: www.fws.gov/newengland



Consultation Code: 05E1NE00-2017-SLI-0541

December 23, 2016

Event Code: 05E1NE00-2017-E-00827

Project Name: Sample Project

Subject: List of threatened and endangered species that may occur in your proposed project location, and/or may be affected by your proposed project

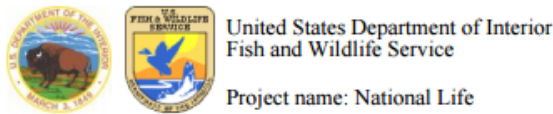
To Whom It May Concern:

The enclosed species list identifies threatened, endangered, proposed and candidate species, as well as proposed and final designated critical habitat, that may occur within the boundary of your proposed project and/or may be affected by your proposed project. The species list fulfills the requirements of the U.S. Fish and Wildlife Service (Service) under section 7(c) of the Endangered Species Act (Act) of 1973, as amended (16 U.S.C. 1531 *et seq.*).

New information based on updated surveys, changes in the abundance and distribution of species, changed habitat conditions, or other factors could change this list. Please feel free to contact us if you need more current information or assistance regarding the potential impacts to federally proposed, listed, and candidate species and federally designated and proposed critical habitat. Please note that under 50 CFR 402.12(e) of the regulations implementing section 7 of the Act, the accuracy of this species list should be verified after 90 days. This verification can be completed formally or informally as desired. The Service recommends that verification be completed by visiting the ECOS-IPaC website at regular intervals during project planning and implementation for updates to species lists and information. An updated list may be requested through the ECOS-IPaC system by completing the same process used to receive the enclosed list.

The purpose of the Act is to provide a means whereby threatened and endangered species and the ecosystems upon which they depend may be conserved. Under sections 7(a)(1) and 7(a)(2) of the Act and its implementing regulations (50 CFR 402 *et seq.*), Federal agencies are required to utilize their authorities to carry out programs for the conservation of threatened and endangered species and to determine whether projects may affect threatened and endangered species and/or designated critical habitat.

Step 15. Scroll down to the page that provides the Endangered Species Act List, shown below.



Endangered Species Act Species List

There are a total of 1 threatened or endangered species on your species list. Species on this list should be considered in an effects analysis for your project and could include species that exist in another geographic area. For example, certain fish may appear on the species list because a project could affect downstream species. Critical habitats listed under the **Has Critical Habitat** column may or may not lie within your project area. See the **Critical habitats within your project area** section further below for critical habitat that lies within your project. Please contact the designated FWS office if you have questions.

Mammals	Status	Has Critical Habitat	Condition(s)
Northern long-eared Bat (<i>Myotis septentrionalis</i>)	Threatened		

Step 16. In the checklist the potential presence of any threatened or endangered species must be acknowledged.

Step 17. Visit the U.S. Fish and Wildlife Environmental Conservation Online System (ECOS) [website](#).

Step 18. Search by Species Name (common or scientific). The page that populates will provide lots of information on the species that has been identified. Compare the habitat requirements listed on ECOS to the habitat present in the project area. Discuss this in the Endangered Species Act section of the checklist.

For Projects with Northern Long-Eared Bat Potential

For most projects in Vermont, the Official Species List will identify the Northern Long-Eared Bat as a potential threatened species. Review the habitat requirements for this species and compare them with the habitat found in the Project Area. The U.S. Fish and Wildlife Service Habitat Requirements for this particular species can be found [here](#).

» Life History

Habitat Requirements

During summer, northern long-eared bats roost singly or in colonies underneath bark, in cavities, or in crevices of both live and dead trees. Males and non-reproductive females may also roost in cooler places, like caves and mines. This bat seems opportunistic in selecting roosts, using tree species based on suitability to retain bark or provide cavities or crevices. It has also been found, rarely, roosting in structures like barns and sheds. Northern long-eared bats spend winter hibernating in caves and mines, called hibernacula. They typically use large caves or mines with large passages and entrances; constant temperatures; and high humidity with no air currents. Specific areas where they hibernate have very high humidity, so much so that droplets of water are often seen on their fur. Within hibernacula, surveyors find them in small crevices or cracks, often with only the nose and ears visible.

If there is a potential for the species to be present, please contact the state bat biologists, [Scott Darling](#) or [Alyssa Bennett](#), of the Agency of Natural Resources to determine the project's potential impact to this species.

Examples of activities that have potential to impact the Northern Long-Eared Bat:

- Removing trees or structures such as barns or sheds
- A project area close to any hibernacula such as caves or mines

If the project does not involve any activities that will potentially impact this species or its habitat, the checklist should state that these activities are not taking place and there is no potential for habitat disturbance or impact to the species. However, if you are unsure, it's always best to contact the Environmental Officer for further guidance.